

# STATE RECORDS COMMITTEE

## Approval Signature Sheet Records Retention Schedule Application #930113-01

Sheet 3 of 3

Schedule Number: 94-0006

Effective Date: 08/23/94

Creating Agency: Department of Transportation  
Operations Division  
Office of Traffic Safety

Series Title: Safety Enhancement Review Report.

Dates Covered: 1983 and [ongoing]

Access: Open

Disposition  
Instructions: Cut off at calendar year

District Office (Original Record):

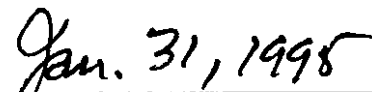
Close at end of calendar year and place in inactive file.  
Cut off inactive at end of calendar year hold ten (10) years.  
Destroy.

General Office (Reference Copy):

Keep until no longer needed.  
[Plan to keep ten years.]  
Destroy.

State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.

  
\_\_\_\_\_  
Edward Weldon  
Secretary of State Designee

  
\_\_\_\_\_  
Date



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[illegible]

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? The District who does the report maintains the official copy.
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? The District Office does If yes, where? the report & sends a copy to Traffic & Safety in General Office.
X		i. Is this series (or a major portion of it) regularly microfilmed? The police report is maintained by
	X	j. Does the record series result in a computer printout? State Patrol on microfilm.

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | 10 years.    |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. These safety reports are used to assist the legal department in defending law suits against the Department because of a fatal accident. The field reviews help to determine if any roadway improvements are needed. The reports help in generating & having accurate statistical data on fatal accidents.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

District has original - Close at end of each calendar year, place in inactive file for 10 years then destroy.

General Office - Has reference copy - keep to no longer needed then destroy.  
Plan to keep 10 years.

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These instructions apply to all prior and future accumulations of the series.

Schedule 94-0006, 08/23/94

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Marion L. Water</i>	1/8/93	<i>Martha B. Zant</i>	01/11/93
SEE ATTACHED			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
State Auditor/Designee		STATE RECORDS COMMITTEE	
Secretary of State/Designee		APPROVAL SIGNATURE SHEET	
Attorney General/Designee			